

# Adult Protective Services

## Chapter 1.C Records Retention

- A. The Records Retention Schedule for the Division of Children and Family Services is maintained by the Secretary of State. The retention periods must be followed as described in the schedule. The full schedule can be found at [http://www.sos.ne.gov/records-management/150\\_schedule.html](http://www.sos.ne.gov/records-management/150_schedule.html).
- B. Instructions for using the schedule:
  - a. Records retention and disposition schedules are designed to serve as your records management guideline for storing, and disposing of agency records, regardless of the media on which they reside, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc.
  - b. This schedule was written specifically for the records unique to your office and contains those records most common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule:
    - i. Check your schedule to see what the retention period is. Note: your agency's unique schedule will take precedence over State Agencies General Records Schedule for any items which have differences in retention requirements.
    - ii. Contact your agency Records Officer for information regarding disposal of records.
- C. Schedule 150-1-1-2-7-1 refers to the Adult Protective Services Case File.